



**Federal Communications Commission
Washington, DC 20554**

Reply to Attn of: **C&PC**

09/11/06

TO: Interested GSA Financial and Business Solutions (FABS) Schedule 520 And Information Technology (IT) Schedule 70 Firms

SUBJECT: Request for Proposal (RFP) Number RFQ06000030 for the Federal Communications Commission's (FCC) Financial Management Systems Support

The Federal Communication Commission (FCC) is issuing this competitive RFQ to solicit GSA FABS and IT Schedule contract holders for the purpose of entering into a Task Order under the schedule contract. The FCC will conduct this acquisition using Subpart 8.4 under the Federal Acquisition Regulation. If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. Submission shall be via email.

This solicitation will be posted on the FCC website at:
www.fcc.gov/omd/contracts/preaward/. It is the responsibility of each interested vendor to monitor this website for any updates and amendments.

Offerors are required to immediately notify Tony Wimbush via email of their intent to bid. Offerors are required to submit both a written technical quote and a price quote for the purposes of assuring that the prospective Contractor is fully cognizant of the scope of this contract and has the capability to complete all Statement of Work (SOW) requirements.

Offerors are to provide a total solution using the GSA FABS and/or IT Schedules. Offerors may propose appropriate labor categories from their own Schedule contract(s) or Offerors may team with another Schedule holder(s) to offer a blended solution.

All offerors shall certify in writing that their proposed solution falls within the scope of their referenced GSA Schedule contract(s).

If you have questions regarding this requirement, please submit your inquiries immediately via email but **no later than Wednesday, September 13, 2006, 3:00 pm** **Time to Tony Wimbush** at: anthony.wimbush@fcc.gov .

Please be advised that the Government reserves the right to transmit/post those questions and answers of a common interest to all prospective Offerors.

Award will be based upon overall best value to the Government.

All potential offerors are cautioned to strictly adhere to the provisions of their GSA Schedules contract and this RFQ regarding conflicts of interest. Any such matters must be brought to the attention of the Contracting Officer at or before the time offers are due. Please be advised that if an actual or potential personal or organizational conflict exists between your firm and the FCC that cannot be resolved, avoided, or mitigated to the satisfaction of the FCC, then your firm shall not be considered eligible for an award.

All offerors shall follow the following proposal instructions and submit their proposal with the completed proposal cover sheet (copy enclosed). Your **proposal** shall indicate an **acceptance period of no-less-than 60 days** from the due date for submission.

The **proposal shall not exceed 5 pages**, excluding resumes, past performance information, and price information. A page is defined as one side of an 8½" x 11" sheet of white, un-textured paper, single-spaced, with at least one inch margins on all sides, using not smaller than 12 characters per linear inch or be smaller than twelve (12) point, and shall not exceed six (6) lines per vertical inch. Information may be submitted on single or double-sided sheets, but shall not exceed this page limitation. The type for all documents submitted (including charts and graphs) shall be black.

The offer shall be provided electronically via email.

SUBMISSION REQUIREMENTS

Your offer **MUST** cite the appropriate Schedule Contract Number in your quote submission along with your tax identification number (**TIN**) and Dun & Bradstreet Number (**DUNS**), North American Industrial Classification System (**NAICS**), Standard Product Code (**SPC**) and other pertinent information found in Enclosure 2, Quotation Cover Page. Please ensure that your firm is CCR Certified (<http://www.ccr.gov>).

ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS

Offerors must acknowledge all (if any) assumptions, conditions, or exceptions with **any** of the terms and conditions of this solicitation including the SOW. If not noted in this section of your quote, it will be assumed that the offeror proposes no assumptions for award, and agrees to comply with all of the terms and conditions as set forth herein.

TECHNICAL QUOTE INSTRUCTIONS

Offerors shall provide a technical quote that includes the following three areas: To facilitate evaluation of proposals offerors are requested to present the narrative portion in the format outlined below:

A. Technical Approach

Quoters are required to provide a written technical proposal that explains their proposed technical approach to meeting the requirements within established timeframes. The discussion should, at a minimum, include:

- An understanding of core financial systems;
- Methodology for performing the required services;
- Proposed mix of personnel;
- Estimated hours;
- A discussion of available COTS for enterprise resource solutions used in the Federal Government; and
- Methodology for migrating to a new system.

B. Staffing

Quoters are required to provide a written technical proposal that explains their proposed staffing and pertinent industry experience that satisfies the requirements defined in this document. Please describe your proposed staffing and industry experience with contracts and organizations of similar size scope and complexity to this requirement. Quoters are to submit the resumes of all proposed staff. Resumes should describe the professional expertise, professional certifications, and academic backgrounds of the staff members who will be assigned to this engagement.

C. Past Performance

Quoters are required to provide a written technical proposal that explains their past performance (at least 3 references) that satisfies the requirements defined in this document.

The Offeror shall identify three (3) contracts/task orders with the Federal Government and/or commercial customers that demonstrate recent and relevant past performance. Recent is defined as within the last three years. Relevant is defined as work similar in complexity and magnitude of the work described in this Statement of Work.

Offerors proposals shall include the following information:

- Project title;
- Description of the project;
- Contract number;
- Contract amount;
- Government Agency/Organization;
- COTR's name, address, and phone number;
- Contracting Officer's name, address, and phone number;
- Contract and, if applicable, task order number;
- Current status, e.g., completed and/or if in progress, start and estimated completion dates;
- Dollar value and type of contract;
- Name of company being referenced;
- SOW paragraphs that the reference applies to;

- Key personnel (please highlight those individuals who worked on the relevant project(s) and are also being proposed for this effort.); and
- A brief narrative of why you deem the reference to be relevant to this effort

The Government may also consider information obtained through other sources. Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success of the required effort.

Technical proposals that merely parrot the requirements set forth in the SOW and state that the "Offeror will perform the statement of work" or similar verbiage will be considered non-responsive and will not receive further consideration. The FCC is interested only in proposals that demonstrate the Offeror's requisite expertise in performing engagements of this type as illustrated by the Offeror's description of how it proposes to perform the requirements set forth in the Statement of Work (SOW).

***Note:** The Offeror shall ensure that personnel proposed are current in the knowledge required to support the tasking. The personnel proposed must be available and assigned to the project.*

PRICE QUOTE INSTRUCTIONS

Your price quote shall be a separate volume from your technical quote. The price quote shall be submitted as a **Fixed Price Labor Hour/Time and Material quote** and shall be based on your current GSA Schedule contract's fully burdened labor rates for all applicable labor categories, utilizing any and all discounts.

- (1) Identify the labor category(s) to be utilized for this effort, a description of the skills and experience per category, and the number of hours and hourly rate(s) proposed, and any other proposed associated costs, for calculating the proposed price .
- (2) Provide a copy of the Offeror's GSA Contract (including contract clauses) listing the applicable labor categories and fixed rates. Fixed rates shall include all costs and fees, including overhead and profits, and shall identify any reduction in schedule rates offered.
Offerors are encouraged to discount their labor rates.

EVALUATION & BASIS FOR AWARD

This procurement shall be conducted giving each solicited firm a fair opportunity by selecting a quote based on the best combination of price and qualitative merit and reduce the administrative burden of all parties. Fair opportunity is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the Offeror with the lowest overall evaluated price. However, the Government will consider awarding to an Offeror with higher qualitative merit if the Contracting Officer determines it to be in the Government's best interest.

The Statement of Work serves as the Government's baseline requirements. All offers will be judged against these requirements. Price and technical merit will be considered equal in importance and will not be assigned weights. **The Government intends to award without discussions.**

Please note that this request does not commit the Government to pay any costs incurred in the submission of your offer, nor to contract for said services. Note also, that full, accurate, and complete information is required by this request in accordance with 18 U.S.C. § 1001 which also prescribes the penalties for making false statements.

SPECIAL NOTE: The selected successful offeror will be excluded from competing for a subsequent related requirement for hosting, implementation, migration, and integration services.

Offers shall be emailed to anthony.wimbush@fcc.gov .

The RFQ due date (closing date) is 3:30pm Eastern Time, Friday, September 15, 2006.

Inquiries regarding this procurement may be addressed to the undersigned by telephone call on 202-418-0932 or by email at anthony.wimbush@fcc.gov .

Anthony S. Wimbush
Contracting Officer

Enclosures:

1. Statement of Work
2. Proposal Submittal Cover Sheet